

TAB

ECL

JUN 9 1953

MEMORANDUM FOR: Director of Training

SUBJECT : Training Requirements for Fy 1954 Revised and Fy 1955
Projected

FROM : Assistant Director (Personnel)

Number of personnel to
be trainedFy 1954 Fy 1955

1. Management Training Program

TYPE OF TRAININGGRADE LEVEL

Management

13 - 15

1

1

(This training should be full-time general management training of a level appropriate for Division or Staff Chiefs who are highly qualified in Personnel Administration. The purpose is to acquaint the individual with the other management areas and with the significance of each for the total management function.)

2. Management Training Program

TYPE OF TRAININGGRADE LEVEL

Personnel Administration

9 - 12

3

6

(Classification and Wage, Placement and Personnel Relations)

(This training should be full-time and of a level appropriate for individuals who are now assigned duties within the specialty and performing these duties with average competence. The purpose is to instruct the individual in the more complex areas of his specialty.)

SECRET

Approved For Release 2001/07/23 : CIA-RDP56-00403A000100070033-6

Number of personnel to be trained	
<u>Fy 1954</u>	<u>Fy 1955</u>

3. Management Training Program

TYPE OF TRAINING

GRADE LEVEL

Administrative

7 - 9

3

6

(This training should be part-time, after-hours training of a level appropriate for persons who have basic background in the Social Sciences. The purpose is to instruct the individual in the principles of organization and administration with emphasis on Personnel Administration.)

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W. H. H. MORRIS, JR.

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